



August 22, 2007

JOB OPPORTUNITY

If it's a challenging position you're looking for,
We have the ideal job for you.

CLASSIFICATION: ***LIBRARY TECHNICAL ASSISTANT II***

TENURE/TIME BASE: ***PERMANENT FULL TIME***

BUREAU: ***STATE INFORMATION & REFERENCE CENTER (SIRC)***

MONTHLY SALARY: ***\$3057-\$3716***

Under the general supervision of the Supervising Librarian II, the incumbent provides administrative support, coordinates circulation services and collection maintenance and directly supervises Para-professional staff in SIRC.

DUTIES:

- Plan, organize and direct support staff operations. Monitor production and make changes in assignments as needed. Act as liaison between professional and support staff.
- Work with the Supervising Librarian II in developing service policies and in planning operations, including prioritizing activities and monitoring workflow.
- Work with professional staff to plan and conduct training and orientation for new support staff and for staff undertaking new assignments.
- Develop, review, and update procedures and training materials for support staff.
- Compile monthly, quarterly, and annual statistical reports. Review data regularly for needed operational adjustments.
- Evaluate data as required for special projects.
- Monitor support staff attendance.
- Take appropriate corrective action as required.
- Project usage of supplies and oversee routine maintenance and ordering of supplies.
- Maintain budget and expenditure information; Work with Supervising Librarian II in preparing special supply and equipment orders.
- Provide reference service to state agency and legislative personnel, the public, and other libraries.

- Monitor interlibrary loan borrowing and lending transactions, verifying bibliographic information as required.
- Use online and card catalogs, online databases, printed microform, and electronic indexes.
- Supervise circulation and paging operations, including direct, interlibrary and special loans.
- Handle over dues and procedures for: missing items, billing, and for paging materials.
- Monitor various change and coin boxes. Oversee maintenance of microform and duplicating equipments.
- Develop weekly schedule of support staff assignments.
- Work with Supervising Librarian II and Stacks Manager in planning, coordinating, and managing stack space.
- Make recommendations to Senior Librarian on replacing lost or missing materials.

DESIRABLE QUALIFICATIONS:

- Ability to operate a keyboard.
- Ability to push and climb rolling ladders to retrieve and place materials on compact shelving 92 inches above the floor; stoop to retrieve and place items on floor level shelves.
- Ability to push fully loaded book trucks.
- Ability to operate telephone equipment, audio-visual equipment, reader/printers, and other library equipment.

KNOWLEDGE AND EXPERIENCE:

- Knowledge of library materials, procedures, processes and automation.
- Some knowledge of methods of statistical data compilation and analysis.
- Knowledge of state administrative rules, regulations, and policies regarding personnel and supply and equipment requisition.
- Aptitude for the detail work of library technical services, and compilation of statistics.
- Excellent oral and written communication skills.
- Possess knowledge and aptitude in standard library and application software – DRA Circulation system, Word, Access, Outlook, etc.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, Room 215, P.O. Box 942837, Sacramento, CA 94237-0001. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until the position is filled. ALL APPOINTMENTS SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER